**Admissions**

**Policy Statement**

It is our intention to make our setting accessible to children and families from all sections of the local community.

We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

**Key EYFS Themes Supported**

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| --- | --- | --- | --- |
| A Unique Child | Positive Relationships | An Enabling Environment |  |

**Procedures**

* We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
* We ensure that information about our setting is accessible, in written and spoken form and, where appropriate, in more than one language. Where necessary, we will contact our Local Authority to try to provide translations and information in Braille, or through British Sign Language. We will attempt to provide translated written materials where the language needs of families suggest this is required as well as access to an interpreter.
* We arrange our waiting list in order from date of receipt of application form to the setting. In addition our policy may take into account the following:
* siblings already attending the setting
* birth order
* 2yr funding
* Vulnerable children
* We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
* We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
* We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language.
* We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.
* We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
* We make our Equal Opportunities and Inclusion policies widely known.
* We consult with families about the opening times of the setting to ensure we accommodate a broad range of family need.
* We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.
* When a child’s admission is confirmed we inform the family in writing and invite them to a short and informal induction meeting before the child’s start date. This meeting is useful to gain all necessary consents, go through all the paperwork and explain some pertinent policies and procedures, gain emergency contact details and learn more specific details about the child’s very personal needs.